

The City of Carlsbad

Invites Applications for
PW INSPECTOR I

**STREET MAINTENANCE &
FACILITIES**

**\$3,756-\$4,565
Monthly**

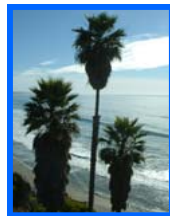
Open Until Filled

First Review: October 11, 2006

The established eligibility list will remain in effect for one year or until depleted, and may also be used for future vacancies occurring during the year.

**Phone: 760-602-2440
Jobline: 760-602-2480**

www.carlsbadca.gov/hr



The City

The City of Carlsbad is a unique coastal community located 30 miles north of San Diego, surrounded by mountains, lagoons and the Pacific Ocean. The city is expected to grow from its current population of 95,000 to 125,000 once its 42 square miles are built out. Carlsbad residents enjoy the benefits of a full service City, including its own fire and police, library, utilities and water services departments.

The Department

The Street Maintenance Department is responsible for the maintenance and repair of 582.4 lane miles of roadway, 5,597 street lights, 100 signalized intersections, over 5,000 storm drains, and all sidewalks in the public-right-of-way. Seventeen employees put their heart and soul into this department.

The Facilities Maintenance Division is responsible for maintaining 600,000 square feet of building space at 52 different locations to ensure the buildings are safe and attractive for the City and the community to conduct its business. The division receives annually approximately 1,500 work order request to perform a variety of repairs and alterations such as HVAC, plumbing, electrical, painting, roofing, etc. The division also provides professional level of custodial services for all City facilities by utilizing City staff in the major buildings and contract services in the smaller buildings. Seventeen employees support these services along with a long list of contracted services.

The Position

The City of Carlsbad is seeking a self-starter with excellent interpersonal, communication and customer service skills to conduct routine inspections for street maintenance and facilities projects. The position acts as lead project or contract inspector in the Street Maintenance and Facilities Division and assists in the administration of various Public Works and specialized projects.

Key responsibilities will include:

- * Inspect materials and workmanship to ensure compliance with approved plans and specifications or maintenance contract provisions.
- * Contract administration or project management relating to contract compliance.
- * Working with engineers, contractors, and the general public.
- * Responding to and resolving citizen concerns.
- * Record keeping, reports and correspondence.
- * Reviewing and submitting change orders.
- * Reviewing as-built drawings, noting corrections and issuing notices requiring modifications to work in progress.
- * Inspect work performed on assigned projects i.e. custodial, HVAC, generator, sidewalk maintenance and asphalt repair .

Further information on duties is available at <http://www.carlsbadca.gov/hr/jdpdf/PublicWorksInspectorI.pdf>

The Ideal Candidate Will :

- * Be proactive and demonstrate an approachable, collaborative problem-solving style;
- * Have a track record of demonstrated supervisory or leadership accomplishments;
- * Demonstrate excellent customer service skills.
- * Licensure or Certification in applicable trades and/or welding or building inspection

Qualifications

A typical way to obtain the required knowledge and abilities would be:

Education

Education and equivalent to completion of the twelfth grade supplemented by specialized training in construction or public works management, inspection or engineering.

Experience: Two years of public works construction or maintenance work.

Supplemental Questionnaire

Instructions: Please submit your responses to the following questions or requests in a type or text format. It is important that you respond to each question concisely. Resumes will not be accepted in lieu of submitting answers to this supplemental questionnaire, but may be included in addition to the required application materials. Also, please include the following statement at the bottom of your supplemental questionnaire along with your signature and the date, "I declare the statements on this application and questionnaire are true and complete to the best of my knowledge and belief."

1. Describe your experience in the inspection of Public Works projects or maintenance contracts (in which you had a broad scope of responsibility.)
2. Describe your experience in resolving problems or conflicts with contractors, citizens or other departments.
3. Describe your customer service philosophy. Give examples on how you have applied it in specific work settings.
4. How do you stay current on industry standards and professional development? (Note any current certifications or recent specialized training you have in this field.)
5. Describe your computer experience. What software packages (e.g. Word, Excel, Power Point, etc.) are you skilled in? Rate your proficiency level in each on a scale of: 1=basic, 2=competent, 3=very proficient.

Filing Deadline

Application and supplemental materials may be obtained from the City of Carlsbad Human Resources Department, 1635 Faraday Avenue, Carlsbad, CA (760) 602-2440, or apply online at www.carlsbadca.gov/hr. Application and supplemental materials must be returned to the Human Resources Department by 5:00 p.m., **October 11, 2006 to be considered for the first review.**

Selection Process

Currently there is one vacancy. **A City Application and Supplemental Questionnaire are required.** It is important that your application show all relevant education, training, experience, knowledge, abilities and skills you possess that qualify you for the position. Although resumes are permitted, they will not be accepted in lieu of a completed application. All application materials will be reviewed and the most qualified candidates will be invited to participate in the selection process. This process will consist of a skills assessment and oral exam. Final candidates may have experience and educational background verified and will be required to furnish references.

Benefits

- * PERS 3% @ 60 retirement formula.
- * No Social Security deductions.
- * Health benefits include medical, dental, vision and life insurance.
- * Flexible Spending Accounts
- * Paid Holidays, Vacation, Sick Leave
- * Interest free computer purchase programs.
- * Tuition Reimbursement.

City Mission Statement

Our mission is to provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all who live, work, and play in Carlsbad.



City of Carlsbad Human Resources
1635 Faraday Avenue, Carlsbad, CA 92008
Phone (760) 602-2440 • Fax (760) 602-8554
Job Line (760) 602-2480
For more information about the City of Carlsbad
go to
www.carlsbadca.gov/hr



City of Carlsbad
A great place to make
a living. And a life

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EQUAL OPPORTUNITY EMPLOYER